

ANDOVER BOARD OF HEALTH
Minutes
April 8 2013, 6:00 P.M.
CD&P First Floor Conference Room
36 Bartlet Street

The Board of Health Meeting was called to order at 6:07 p.m. Present were Ms. Candace B. Martin, Chairman, Ms. Katherine Kellman, Clerk, and Mr. Thomas G. Carbone, Director of Public Health.

- I. **Reorganize** – The Board will reorganize at the next Board of Health Meeting on Monday, May 13, 2013.

II. **Approval of Minutes**

• **March 11, 2013**

Motion by Ms. Martin, seconded by Ms. Kellman, to approve the Minutes of March 11, 2013, with the following correction:

- *On page two, under • **Process to Fill Open Board Seat** - second paragraph, second sentence, change “...on Tuesday, February 19, 2013” to “...on Tuesday, April 19, 2013”*

Unanimous approval.

• **March 19, 2013**

Motion by Ms. Martin, seconded by Ms. Kellman to approve the Minutes of March 19, 2013.
Unanimous approval.

III. **Appointments & Hearings**

- **6:00 p.m. Ms. Helen Huong for Tokyo Steak House – Show Cause Hearing (Continued)** – Ms. Huong was not present, so the Board began a discussion. The Board pointed out that there was a second page to the Memo to the Board on page 5 that was missing, so Mr. Carbone supplied that paper to the Board.¹ Mr. Carbone reported to the Board that conditions at the restaurant were getting better. The Board had continued the Show Cause Hearing for three months to let the health staff do one more inspection to see how conditions were, and they seem to be paying more attention to storing food properly and keeping the kitchen clean. Ms. Martin decided to continue the Hearing to next month since Ms. Huong was not present. Mr. Carbone performed an inspection on 4/4/2013 and only found that there was no soap at the sushi station, which was quickly corrected.

¹ The second page of the Memo to the Board of Health was inserted after Page 5.

Motion by Ms. Martin, seconded by Ms. Kellman, to continue the Show Cause Hearing to the next regularly scheduled Board of Health Meeting on Monday, May 13, 2012. Unanimous approval.

Mr. Huong arrived at the meeting just as the Board was finishing up its motion.

Motion by Ms. Martin, seconded by Ms. Kellman to open the Show Cause Hearing for Tokyo Steak House. Unanimous approval.

Mr. Carbone mentioned to Mr. Huong that he had one critical violation concerning the hand soap at the sushi station, but that the rest of the inspection went very well. Mr. Huong acknowledged that he still needed to work on communication with his staff about sanitation & food handling. He has taken care of the hand soap issue by buying bigger bottles so he doesn't run out so quickly. Mr. Carbone stated that he has noticed an increase in knowledge and that they have worked hard to improve. When he did his inspection, he noticed the increase in cleanliness and it was obvious that the restaurant was not dirty from the night before.

Motion by Ms. Martin to close the Hearing with the understanding that if there are any more critical violations, then the Board would open up the Show Cause Hearing again.

At this point, Mr. Carbone cautioned the Board that some critical violations may not be serious enough to require an appearance before the Board.

Motion by Ms. Martin, seconded by Ms. Kellman to amend the previous motion and close the Show Cause Hearing with the understanding that if any future problems arise, another Hearing may be required. Unanimous approval.

IV. Discussion

- **Goals and Objectives for Fiscal Year 2013 (Not on Agenda)** – Mr. Carbone supplied the Board with his list of Goals and Objectives for the Fiscal Year 2013.² Ms. Martin stated that the Board's focus has been so much on the restaurant issues and she thought we could do more things with outreach. Mr. Carbone wants to organize a meeting of departments involved in the Emergency Dispensing Sites (EDS) operations. There was one Meeting in January of 2013, but another one is needed. One of Mr. Carbone's issues right now is that the State won't allow us to pay overtime to our Staff with this Grant, but will allow us to hire backfill. For example, if we want to re-task one of our Town Nurses to do something for the EDS operation, we can hire a different nurse to do the work she would be taken from. Sometimes it is more efficient to increase the work day than to pay someone else to get the EDS work done. There is also an issue with our partners in town. If we have a police officer work on an analysis for traffic flow and security reasons, we have to pull another police officer from his work to take his place. However, if we could pay overtime to

² The list of Goals and Objectives for the Fiscal Year 2013 was added to the Packet after page 12.

let someone put this together, we may be able to get a better plan together. Mr. Carbone thinks that when he gets the Center for Disease Control (CDC) audit back there will be more of necessity for these things to get done. Ms. Martin stated that this has to come from the Town Manager down, and these are the type of things we should talk about at goal setting meetings.

Mr. Carbone explained that another goal is to improve the Technical Analysis and Review (TAR) score of our EDS Plan. He explained that the score was improved because certain elements have been added; every year they look at what they are missing & build out from there. Mr. Carbone stated that this year their time was spent on developing message mapping. A whole appendix was added to include sample messages if an event happens. By mapping that out now, when the time comes to get the plan up and running and get the press & the Public Information Officer going, there will be something ready for them to pull from.

As far as reviewing the Health Division operations the hard work is done. Mr. Carbone just needs to input the numbers from last year. Mr. Carbone had to put that aside to deal with the proposed changes to Title V and the Sewer Regulations. There is also the issue of the legalization of the medical marijuana and the State Emergency Preparedness spending plan that has to be dealt with.

Mr. Carbone had not yet developed a calendar for reviewing Health Regulation needs.

Mr. Carbone informed the Board that he has picked a new Summer Intern who will be working this Summer on some projects that were done previously and now need to be closed out.

- **Summer Camps (not on Agenda)** – Ms. Martin asked for an update on Camp permitting. Mr. Carbone responded that we are just now starting to get some paperwork in. Ms. Crafts, Health Agent, is working on Camp submissions and next month will be a lot busier. Starting May 1, 2013, Mr. Tremblay, Healthy Agent, will start scheduling outdoor pool inspections.

V. Old Business

- **Salt Shed Update** – Mr. Carbone did not have any updates on the relocation of the Salt Shed at this time.

VI. Definitive Subdivision Plans

- N/A

VII. Plan Review

- **DWRP – Variances/Local Upgrade Approval**

- N/A

VIII. Staff Reports

A. Director's Reports:

- **Important Dates:**

- April 9, 2013 – LWV Student Government Day
- April 12, 2013 – AHS Wellness Fair
- May 6, 7, & 8, 2013 – Annual Town Meeting
- May 13, 2013 at 6 p.m. – Board of Health Meeting
- June 10 at 6 p.m. – Board of Health Meeting
- July 6 to 14, 2013, Director's Vacation
- July 15, 2013 at 6 p.m. – Board of Health Meeting

B. Nurses' Reports for February and March, 2013 – The Nurses' Reports for February and March, 2013, were for informational purposes only.

C. Inspectors' Reports for March, 2013 – The Inspectors' Report for March, 2013, was for informational purposes only.

IX. Board Member Reports

- N/A

X. Adjournment

Motion by Ms. Martin, seconded by Ms. Kellman, to adjourn at 6:40 p.m. Unanimous approval.